CENTRAL CONTRACTOR REGISTRATION

CCR Registration QUICK START

WELCOME TO CCR

Enter DUNS

START

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BUSINESS NAME & ADDRESS

- Enter Organization Name
- Enter Address

→

D&B Validation Page

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CREATE USER ACCOUNT

- Select Create User Account
- Enter User ID and Password
- Enter User Profile Data
  - i.e. Name, Phone, E-mail, etc
- Answer 5 Security Questions
- Click "Next" to Continue

GENERAL INFORMATION

- Enter NCAGE code if foreign entity
- Enter TIN
- Enter Mailing Address
- Business Start Date
- FY End Date
- Receipts (3 Year Average)
- Number of Employees

→

CORPORATE INFORMATION

- Choose Type of Relationship with Government
  - Contracts, Grants or Both
- Choose Organization Type
  - Government Entity
  - Business or Organization
- Choose Organizational Structure
  - i.e. Corporate Entity, sole proprietorship, other
- Choose Profit Structure
  - i.e. For-Profit, Nonprofit, Other Not For Profit
- Choose Socio-Economic & Business Information
  - i.e. Nonprofit, Veteran Owned (Optional)

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GOODS/SERVICES

- Enter NAICS Codes
- Enter PSC Codes (Optional)
- Enter FSC Codes (Optional)
- Enter SIC Codes

FINANCIAL INFORMATION

- Enter EFT Information
  - ABA Routing Number
  - Account Number
  - Type of account – checking or savings
- Enter Automated Clearinghouse Information (phone number to the bank)
- Enter Remittance Address
- Enter Accounts Receivable Point of Contact
- Specify if organization can accept credit cards for payment

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POINTS OF CONTACT

- Select to either copy CCR Primary POC to CCR Alternate POC or invite CCR Alternate POC by entering their email address
- Enter Government Business POC
- Enter Past Performance POC (Optional)
- Enter Electronic Business POC
- Enter Previous Business Name (Optional)
- Enter Corporate POC (Optional)
- Create Marketing Partner Identification Number (MPIN)

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IRS CONSENT

-Enter Taxpayer Name with no punctuation
- Enter most recent Tax Year
- Enter name/title of individual executing consent
- Enter MPIN as signature

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